



Manager's Report

for Council Meeting of October 25, 2005

FINANCE

Listed below are new businesses licensed during this period:

Business Name

Amanda Smith Breon
Courthouse Deli & Grill
David L. Barton CHT, LLC.
Diversified Rigging & Construction
Foothills Counseling
Grethel Cleaning Service
Koshin Import
Leesburg Citgo
M.O.S. Reliable Painting
Petsmart, Inc.
Solace Productions
Spic and Span Maid Service

HUMAN RESOURCES

New hires and terminations for the period of October 1 to October 14, 2005

New Hires

Wendy Walker
Patricia Zevallos
Stephanie Adams
Dennis Athey

Position

Admin Assoc. II
Custodian
Library Archives Specialist
Maintenance Worker I (Streets)

Department

OCPM
P&R
Balch Library
E&PW

Separations

Mary Ellen Bohnaker

Admin. Assoc. I

Finance

PLANNING, ZONING & DEVELOPMENT**PLANNING DIVISION**

DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: OCTOBER 4, 2005 – OCTOBER 17, 2005			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Oaklawn @ Stratford Multi-Family TLPF-2005-0021	Preliminary/Final Development Plan	3 rd	Proposal to construct 140 multi-family stacked garage units & associated streets and utilities on 26 acres.
Banyan Cove TLBV-2005-0003 (900 block Edwards Ferry Rd, NE)	Boundary Line Vacation Plat	2 nd	Proposal to vacate interior property boundaries to allow for construction of 15 multi-family townhouse units.
Jerry's Ford	Variation Request	1 st	Request to eliminate the requirements to provide curb, gutter and sidewalk along the public road frontage of the parcel.
Kincaid Forest, Section 3 TLPS-2005-0002	Preliminary Subdivision Plat	1 st	Proposal to construct 38 single-family attached residential townhouse units and associated parking and utilities.
Fort Evans Road Sidewalk & Drainage Improvements	Capital Improvement Plan	4 th	Proposal to construct various road and related utility improvements associated with Fort Evans Road.
East Market Street Sidewalk Improvements	Capital Improvement Plan	1 st	Proposal to construct various sidewalk improvements along East Market Street.
Commerce Bank @ Leesburg Plaza TLSE-2005-0006	Special Exception Plat	1 st	Proposal to construct a 4,100 square foot bank with 4 drive-thru lanes.
International Pavilion/Town of Leesburg (Carr Tank site) TLBA-2005-0006	Boundary Line Adjustment Plat	1 st	Proposal to adjust and vacate certain property boundaries to reduce the number of lots in conjunction with a proposal to construct office/retail uses.
Leesburg Executive Airport RP#1827 TLBA-2005-0001	Boundary Line Adjustment Plat		Proposal to adjust certain property boundaries in conjunction with planned airport improvements.
Leesburg Executive Airport RP#1828 TLBA-2005-0002	Boundary Line Adjustment Plat		Proposal to adjust certain property boundaries in conjunction with planned airport improvements.

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: OCTOBER 4, 2005 – OCTOBER 17, 2005			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Cornerstone Chapel Daycare TLDW-2005-0005	No Adverse Impact Certification Plan	1 st	Proposal to construct a 3,600 square foot addition to an existing church daycare use.
East Market Street Sidewalk Improvements	Capital Improvement Plan	1 st	Proposal to construct various sidewalk improvements along East Market Street.
Meadowbrook Farms Estates TLBA-2005-0008	Boundary Line Adjustment Plat	1 st	Proposal to adjust certain property boundaries.

PLANS APPROVED OR RECORDED DURING THE PERIOD OF: OCTOBER 4, 2005 – OCTOBER 17, 2005			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Arby's @ Potomac Station Retail, Parcel B (605 Potomac Station Drive, NE) TLPF-2005-0004	Preliminary/Final Development Plan	SS	Approved – Proposal to construct a 3,246 square foot fast food restaurant with drive-thru.

South King Street Center (800 block of South King St, SE) TLPF-2004-0011	Final Development Plan	SS	Approved – Proposal to construct a 20,912 square foot retail center (including a drive-thru bank and a daycare center).
Oaklawn @ Stratford Multi-Family TLPF-2005-0021	Preliminary/Final Development Plan	SS	Approved - Proposal to construct 140 multi-family stacked garage units & associated streets and utilities on 26 acres.
Star Pontiac Storm Sewer TLPF-2003-0001	Preliminary/Final Development Plan	SS	Approved – Proposal to construct certain storm sewer improvements related to Star Pontiac site improvements.
Leesburg Veterinary Specialists & Leesburg Commerce Center TLBV-2004-0003	Boundary Line Vacation Plat	SS	Recorded – Proposal to vacate and adjust certain property boundaries to reduce the number of lots in conjunction with a proposal to construct office/retail uses.

ZONING DIVISION

Zoning Permits Issued Residential

None

Zoning Permits Issued Commercial

605 Potomac Station Drive NE - \$892,585 – Arby's Restaurant

Occupancy Permits Issued Residential

8 SFA – Hawks View Glen
1 SFD – Rosebrook
4 SFA – Potomac Crossing
4 SFD – Potomac Station
1 SFD – Georgetown Mews
1 SFD - Fairview

Occupancy Permits Issued Commercial

119 Fort Evans Rd NE - Restaurant

SPECIAL EXCEPTIONS: 14 ACTIVE, 1 APPROVED

1. TLSE-2004-0002 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. The applicant seeks special exception approval to permit a 3,663 square foot bank with three drive-thru lanes on a proposed 54,000 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant has requested that staff delay review until further notice.

2. TLSE-2004-0003 Leesburg Plaza East: Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Office Depot store). The applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-thru lanes on a proposed 34,590 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant has requested that staff delay review until further notice.

3. TLSE-2004-0018 Gatehouse Networks/Edwards Landing: Located along Woods Edge Drive, N.E. at the intersection of Chickasaw Place. The applicant, Gatehouse Networks, requests permission to build a 448 square foot equipment building with three satellite dishes on HOA property. The plans were submitted on June 10, 2004 and were officially rejected on June 22, 2004 due to failure to meet minimum submission requirements. The plans were resubmitted and accepted on September 20, 2004, and staff comments were issued October 1, 2004. Second submission plans were received on January 28, 2005 and second submission referral comments

were forwarded to applicant on March 14, 2005. The Planning Commission public hearing was held on April 21, 2005. This application has been placed on hold pending determination of whether applicant had the proper owner's authorization on the application, and whether the current owner agrees to permit the application to continue.

4. TLSE-2004-0019 Village at Leesburg – Residential Land Bay “A”: Located on the south side of Route 7, east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build 85 apartment units in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, and the second submission was received on November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004, revised plans received on February 28, 2005 and third submission comments were due March 30, 2005. The Planning Commission public hearing was held on May 19, 2005 and the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent) on June 2, 2005. The applicant submitted revised drawings for further review on June 29, 2005 and referral comments were received. A public hearing before the Town Council is scheduled for October 25, 2005.

5. TLSE-2004-0020 Village at Leesburg – Parking Garage #1 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 105,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005 and third submission comments were due March 30, 2005. The Planning Commission public hearing was held on May 19, 2005 and the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent) on June 2, 2005. The applicant submitted revised drawings for further review on June 29, 2005 and referral was received. A public hearing before the Town Council is scheduled for October 25, 2005.

6. TLSE-2004-0021 Village at Leesburg – Parking Garage #2 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc., requests permission to build a 70,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005 and third submission comments were due March 30, 2005. The Planning Commission public hearing was held on May 19, 2005 and the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent) on June 2, 2005. The applicant submitted revised drawings for further review on June 29, 2005 and referral comments were received. A public hearing before the Town Council is scheduled for October 25, 2005.

7. TLSE-2004-0022 Village at Leesburg – Parking Garage #3 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 49,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the

applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005 and third submission comments were due March 30, 2005. The Planning Commission public hearing was held on May 19, 2005 and the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent) on June 2, 2005. The applicant submitted revised drawings for further review on June 29, 2005 and referral comments were received on July 25, 2005. A public hearing before the Town Council is scheduled for October 25, 2005.

8. TLSE-2004-0023 Village at Leesburg – Parking Garage #4 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 72,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005 and third submission comments were received. The Planning Commission public hearing was held on May 19, 2005 and at its regular meeting on June 2, 2005 the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent). The applicant submitted revised drawings for further review on June 29, 2005 and referral comments were received on July 29, 2005. A public hearing before the Town Council is scheduled for October 25, 2005.

9. TLSE-2004-0024 Village at Leesburg – Bank with Drive-Thru in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 5,000 square foot bank with 5 drive-thru lanes and an ATM in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans received on February 28, 2005. Third submission comments were received. The Planning Commission public hearing was held on May 19, 2005. At its regular meeting on June 2, 2005 the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent) on June 2, 2005. The applicant submitted revised drawings for further review and referral comments were received on July 25, 2005. A public hearing before the Town Council is scheduled for October 25, 2005.

10. TLSE-2005-0002 B&M Motor Cars. Located in the Leesburg Park Shopping Center, the applicant, Vasily Mulyar, seeks to obtain special exception approval for vehicle sales and rental facility in the B-3 District at 911 Edwards Ferry Road comprised of a 4,152 square foot building with four service bays and outdoor vehicle sales area. The application was accepted for review on March 15, 2005, second submission was received on May 31, 2005 and referral comments were received. A public hearing before the Planning Commission was held September 15, 2005 and on October 6, 2005 the Commission conditionally approved the application by a 4-2 vote (1 absent). A public hearing before the Town Council is scheduled for November 8, 2005.

11. TLSE-2005-0005 The Good Shepherd Alliance. Located at 37 Sycolin Road the applicant seeks special exception approval to convert 1,285 square foot existing office use to a homeless warming center. The application accepted for review September 8, 2005 and first referral comments were received.

12. TLSE-2005-0004 Carr Tank #2 Water Storage Tower. Located at the northwest quadrant of the intersection of Fort Evans Road and Battlefield Parkway, applicant Town of Leesburg Department of Utilities seeks to obtain special exception approval to construct a 1.5 million gallon elevated water storage tank. The application was accepted for review on July 5, 2005 and first submittal review comments were sent to applicant on August 23, 2005. Staff is awaiting the second submission. A Planning Commission public hearing was held for October 20, 2005.

13. TLSE-2005-0006 Commerce Bank drive-thru. Located in the Leesburg Plaza Shipping Center at the northwest corner of East Market Street and Plaza Street, the applicant, Commerce Bank N.A. seeks to obtain special exception approval to construct a 4,100 square foot bank with a drive-thru. The application was accepted for review on September 21, 2005 and first submittal review comments were due on October 19, 2005.

14. TLSE-2005-0007 Loudoun Country Day School. Located at 237 Fairview Street, the applicant, Loudoun Country Day School seeks to obtain special exception approval modifying a previous special exception case, SE 2001-02. A condition of approval under this case stipulated that Loudoun Country Day School would need to obtain another special exception to continue the use of two classroom buildings beyond five years. The new special exception seeks to make permanent two classroom buildings that were approved under SE-2001-02. The application was accepted on September 20, 2005 and first submittal referral comments were due October 21, 2005.

REZONINGS: 5 ACTIVE, 1 PENDING

1. TLZM-2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc., seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 196 residential units. The plans were accepted for processing on November 21, 2003, revised plans were submitted on May 4, 2004, and second submission reviews were forwarded to the applicant on August 3, 2004. An indefinite extension of the twelve-month review deadline was granted by the applicant and accepted by the Planning Commission on October 26, 2004.

2. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant, KSI services, Inc., seeks to rezone 158.45 acres from the I-1 District to B-4 (89.51 acres) and PRC (60.60 acres) to permit 635 residential dwelling units and 1,010,400 square feet of nonresidential uses on the property. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004. The plans were resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received on November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. Revised plans were received on February 28, 2005 and third submission comments were received. The Planning Commission public hearing was held on May 19, 2005 and the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent) on June 2, 2005. The applicant submitted revised drawings for further review on June 29, 2005 and referral comments were received on July 25, 2005. A public hearing before the Town Council is scheduled for October 25, 2005.

3. TLZM-2005-0001 Harrison Park: Located at the northeast quadrant of the intersection of Catoctin Circle and Harrison Street, the property is approximately 11.65 acres in size. The applicant, Mitchell and Best Homes, proposes a mixed use community containing 352 Multi-

Family units with 90 units in the two-over-two configuration that resembles townhouses. And the remaining units located in a vertical mix above the office and retail use, and 74,890 square feet of retail and office space. First review comments were sent to the applicant for response on May 5, 2005, the second submission received July 22, 2005 and second submission review comments were received on August 25, 2005. A Planning Commission Public Hearing is scheduled for November 3, 2005.

4. TLZM-2005-0002 Oaklawn at Stratford: Request to modify TLZM-1990-0116 concept plan and proffers to revise transportation improvements schedule and provide for flexible uses per land bay. The application submitted for acceptance review and the applicant is working with staff on a resubmission.

5. TLZM-2005-0003 H-1 Overlay District Expansion: Located adjacent to the H-1 Overlay District south of the W&OD Trail and east of Harrison Street. On October 12, 2005 the Town Council initiated an amendment to the Official Zoning Map to expand the H-1 Overlay District to include approximately 9.5 acres of property known as Harrison Park. A public hearing before the Planning Commission is scheduled for November 3, 2005.

6. TLZM-2005-0004 Loudoun Sport and Health Club: Located at 131 Fort Evans Road between that road and the Leesburg Bypass. The applicant, S&H Loudoun, L.C., seeks to rezone 1.92 acres from the R-6 to the B-2 Zoning District to permit expansion of the commercial racquet club use. The plans were officially accepted for review on October 17, 2005. First submission review comments are due November 14, 2005.

TOWN PLAN AMENDMENTS: 1 ACTIVE

1. TLTA-2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc., seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing on November 21, 2003, revised plans were submitted on May 4, 2004, and second submission review comments were forwarded to the applicant on August 3, 2004. An indefinite extension of the twelve-month review deadline was granted by the applicant and accepted by the Planning Commission on October 26, 2004.

ZONING ORDINANCE AMENDMENTS:

1. ZOAM-2005-0002 Expansion of the H-1 Overlay District: Council initiated amendments to the Zoning Ordinance at the October 12, 2005 meeting to expand the H-1 Overlay District to include approximately 9.5 acres of property known as Harrison Park. A public hearing before the Planning Commission is scheduled for November 3, 2005.

BOARD OF ZONING APPEALS CASES

No cases filed at this time.

BOARD OF ARCHITECTURAL REVIEW CASES

A total of 12 cases were considered at the regular meeting held on September 19, 2005. The next regularly scheduled B.A.R meeting was October 19, 2005 at 7:30 p.m.

WATER & SEWER ADMINISTRATION

During this time frame:

- 4 Public Facility Permits were issued totaling \$87,593.
- 25 work orders were issued for meter sets.
- 10 requests for occupancy inspection were issued.

TOWN OF LEESBURG

Full-time vacancies as of October 14, 2005

Department		Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
Airport	1	Director	8/18/05	√	√				
Eng & PW	1	Senior Engineer (Plan Review)	7/14/05	√	√				
	2	Maint. Worker. I (Streets)	7/22/05	√	√	√	√	√	√
	1	Maint. Worker I (Buildings)	7/28/05	√	√	√			
	1	Automotive Tech (Fleet Maintenance)	8/18/05	√	√				
Executive	1	Exec. Associate I	7/8/05	√	√	√			
Finance	1	Admin. Associate II	10/3/05	√	√				
Human Resources	1	HR Director	6/30/05	√	√				
Planning & Zoning	1	Planner	3/18/05	√	√	√	√	Pending	
Parks & Rec	1	Front Desk Supervisor	9/23/05	√					
Police	5	Police Officer I*	4/7/05	√	√				
	1	Crime Scene Specialist	7/1/05	√	√	√			
Utility Lines	1	Office Associate I	5/6/05	√	√	√			
	1	Maintenance Worker II	8/26/05	√	√	√	√	√	√
	1	Maintenance Worker III	9/23/05	√					
WPCD	1	Utility Plant Opr./ Wastewater or Utility Plant trainee	9/23/05	√					
	1	Utility Maintenance Worker II	10/25/05	√					
Total	22								

*Please note there are still two open positions from FY05, plus three additional positions that were approved in the FY06 Budget.

John A. Wells